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Additional Vendor Registration Information

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In addition to governmentwide requirements available via the Acquisition Central website, vendors will need to know the following:

**NATO CAGE Code (for foreign vendors)** -- Foreign vendors must have a NATO (North Atlantic Treaty Organization) CAGE (Commercial And Government Entity) Code assigned to their firms prior to registering in the [Central Contractor Registration database \(CCR\)](#) (external link). Domestic vendors (as well as vendors with addresses containing APO , FPO or AE) do not need NATO CAGE codes. Domestic firms will receive a domestic CAGE code as one of the results of the CCR registration process. [Click here for information on how to obtain a NATO CAGE Code](#) (external link).

**DUNS (Data Universal Numbering System) numbers** -- required for most purchases and contracts over the micropurchase threshold including, but not limited to, firms that are required to register in the [Central Contractor Registration database \(CCR\)](#) (external link). Dun and Bradstreet (D&B) assigns DUNS numbers free of charge anywhere worldwide as long as you are obtaining the DUNS number for use in U.S. federal government contracting or U.S. federal government grants. There are two ways of getting a DUNS Number if you do not already have one:

1. Fill out the [D&B online DUNS Number Request Form](#) (external link). This will allow you to enter your data online and then receive your DUNS Number via e-mail - within 48 hours in most cases. If you have any problems, contact Dun and Bradstreet at any of the telephone numbers below; OR

2. Call D&B and ask for a DUNS Number. The process to request a DUNS number takes about 10 minutes for domestic individuals and organizations. Please view these [instructions for obtaining your DUNS Number](#) (external link). If you already have a DUNS number, the D&B representative will advise you over the phone.
- If you are located in the U.S. (including the U.S. Virgin Islands and Puerto Rico ), you would get your DUNS number via the phone number listed in the instructions.

• If you are outside the U.S. , go to the [D&B website](#) (external link). In the top right corner of the first page, select the country you are in from the pull-down menu. That will take you to the D&B website appropriate for that country. That D&B website will, in turn, have a phone number you can call to reach the D&B office that covers that country.

**Opting Out from Inclusion in D&B (DUNS Number) Marketing Lists:** As a result of obtaining a DUNS number, potential vendors might be included on D&B's marketing list that is sold to other companies. Potential vendors that do not want their name/company included on this marketing list must either:

1. If applying for a DUNS number online, check the box at the end of the online registration next to the words, “Yes, I wish to have my entity excluded from D&B marketing list”; OR

2. Contact Dun and Bradstreet via telephone to request they be removed.

If you are using a Department of State computer (or other federal government computer) that can access the Department of State Intranet, [click here to go to the Department of State Electronic Commerce Intranet website](#). The Intranet website is for internal federal government use only.

Send your questions or comments to the [Department of State Electronic Commerce Program Manager](#).

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